# VENDOR OUTREACH PROGRAM Human Rights & Equal Economic Opportunity

#### **GOALS:**

The Department of Human Rights & Equal Economic Opportunity (HREEO) manages the Vendor Outreach Program for the City of Saint Paul, which is designed to help minority, women and small economically disadvantaged businesses do business with the City. The program's goal is to award as much as possible of annual purchases of eligible goods, services, construction and professional services to vendors certified in the Vendor Outreach Program. Goals are set on a project specific basis and will be clearly stated on the bid form.

#### PROCEDURE:

If a project carries a Vendor Outreach goal, contractors must solicit vendors currently registered in the program to obtain subcontract or materials pricing to meet the goals, and then list those vendors in the space provided on the bid form. Failure to provide this information may be cause for bid rejection. Vendor Outreach participation can be obtained from areas such as materials and labor, and also in design, consulting, insurance and security, etc.

The searchable database of certified companies is available in the City's Contract Compliance System, B2Gnow. If you do not have a login ID for this system, send an email to <a href="mailto:cert@ci.stpaul.mn.us">cert@ci.stpaul.mn.us</a> with the project name and due date. Include a contact name, company, phone, fax, street address and email address. Please allow sufficient time for staff to respond to your request as this email is monitored by CERT staff who are also reviewing and processing certification applications. We will attempt to respond to your request within 24 hours during the work week. Contractors who know of vendors that may qualify should have them contact CERT Program staff, 651-266-8900, <a href="mailto:cert@ci.stpaul.mn.us">cert@ci.stpaul.mn.us</a> or access the web site for certification information.

### **ELIGIBILITY REQUIREMENTS:**

- A. The Vendor Outreach Program is open to minority-owned, women-owned and small economically disadvantaged businesses. Eligible businesses are: based in the 15-county metropolitan area which includes Minnesota counties of Anoka, Benton, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, Stearns, Washington and Wright; and the Wisconsin counties of Pierce and St. Croix; and small businesses that do not exceed the Program's revenue limit for their North American Industry Classification System (NAICS) code. Additionally, eligible businesses are not affiliates or subsidiaries of a business dominant in their fields of operation; are not non-stocking wholesalers or retailers, or manufacturer's representatives, brokers, franchises; or businesses where the owner is owner or part owner of another similar business that is dominant in the same field of operation. For specific information contact the Vendor Outreach Coordinator at 651-266-8900.
- B. The City of Saint Paul participates in a joint certification program called CERT, which is administered by HREEO, Room 280 City Hall/Court House, 15 W. Kellogg Blvd, Saint Paul, MN 55102 (Voice) 651-266-8900, (Fax) 651-266-8919, or email <a href="mailto:cert@ci.stpaul.mn.us">cert@ci.stpaul.mn.us</a>. Applications for certification can be obtained by calling 651-266-8900 or on the web site <a href="www.govcontracts.org">www.govcontracts.org</a>.
- C. Prime contractors and all participating subcontractors awarded contracts as a result of this bid process may be required to use our online Contract Compliance Monitoring Software, B2Gnow. This secure, web-based system is used to monitor compliance with Vendor Outreach goals by tracking awards and payments to subcontractors. The City and the HRA may also require additional information related to the contract to be provided electronically through the system at any time, before, during or after the contract is finalized.

# SPECIFICATION REQUIREMENTS VENDOR OUTREACH CONTRACT COMPLIANCE MONITORING SYSTEM January 2013

In an effort to assist contractors in their compliance with legal and contractual requirements, the City of Saint Paul ("City") and the Housing and Redevelopment Authority ("HRA") has instituted an online contract compliance monitoring system. The system was designed to help reduce the contractor's administrative costs and to provide various work-flow automation features that improve the project reporting process, as well as to assist the City in more efficient monitoring of data provided.

The prime contractor and all participating subcontractors awarded contracts as a result of this bid process are to be aware that they may be required to use the secure web-based system to submit project information, including, but not limited to, monthly progress payment reports and other data including Vendor Outreach goals if applicable. The City and the HRA may also require additional information related to the contract to be provided electronically through the system at any time, before, during or after the contract is finalized.

The Vendor Outreach Contract Compliance Monitoring Software selected is **B2Gnow** and has been designed to streamline the reporting process, reduce or eliminate paperwork, and assist contractors and subcontractors in complying with the program's reporting requirements. Utilizing this software has been shown to reduce the amount of time currently required to submit hard copy documentation and is provided for use by contractors and subcontractors at no cost.

Procedural differences between the previous conventional reporting and the new web-based system include:

- Progress payment status reports will be submitted via the web-based system.
- Paper copies will no longer be required.
- Contractors will be required to enter data for payments made to subcontractors and subcontractors will be required to enter data for payments received into the web-based system.

Information regarding accessing the system will be provided to the contractor's designated point of contact during the pre-construction conference. The prime contractor and all subcontractors are responsible for responding by any noted due date to any instructions or requests for information and for checking the B2Gnow system on a regular basis to manage contact information and contract records. The prime contractor will be responsible for ensuring all subcontractors have completed all requested items and that their contact information is accurate and up-to-date.

Training sessions on the new web-based compliance monitoring system will be available for Contractors and assistance will be given by City and HRA staff as needed.

Jessica Kingston, Director



### CITY OF SAINT PAUL

Christopher B. Coleman, Mayor,

280 City Hall 15 West Kellogg Boulevard Saint Paul, MN 55102-1681

Telephone: (651) 266-8900 Facsimile: (651) 266-8962 TDD: (651) 266-8977

## 'City of Saint Paul Vendor Outreach Program Good Faith Effort Standards

Excerpted From Chapter 84 of the Saint Paul Administrative Code

## Sec. 84.08 Prime contract bid requirements

- (C) Outreach requirements. The following steps are required for compliance with the outreach requirements of the vendor outreach program in this section 84.08.
- (1) List each possible subcontract opportunity in the prime contract, indicating where possible the NAICS Code of such work, seeking the assistance of the manager in ascertaining such subcontract opportunities.
- (2) Obtain a current list of certified SBEs. MBEs, and WBEs from the manager, which list shall contain where available the applicable NAICS Code or codes for such businesses.
- (3) Attend all pre-bid conferences to obtain information about the vendor outreach program, the levels of participation of certified SBEs, MBEs, and WBEs, and the outreach requirements herein.
- (4) Request assistance from minority and women community organizations, minority and women contractor groups, or other organizations that provide assistance in the recruitment and placement of SBEs, MBEs, and WBEs.
  - (5) Obtain a current list of minority and women publications from the manager.
- (6) Solicit bids from certified SBEs, MBEs, and WBEs, which have been identified as being available and capable of performing the necessary work, for the subcontracts within the prime contract at least ten (10) days prior to bid opening, by phone, advertisement in a local paper and the relevant minority publications on the list obtained from the manager, or other means specified by the manager, by written notice to the bidder. The bidder for the prime contract must solicit bids from a minimum of five (5) such certified businesses for each subcontract within the prime contract, by NAICS Code where available and applicable. If the applicable certified list, using the NAICS Code or codes where available, is five (5) or fewer, such bidder must contact the entire list.
- (7) Provide plans and specifications or information regarding the location of plans and specifications to certified SBEs, MBEs, or WBEs

(continued on next page)

# City of Saint Paul Vendor Outreach Program Good Faith Efforts Standards – continued

- (8) Where applicable, advise and make efforts to assist interested SBEs, MBEs, and WBEs to obtain bonds, lines of credit, or insurance required to perform the contract.
- (9) Submit documentation if bids from certified SBEs, MBEs, or WBEs were rejected, giving the complete basis for the rejection and evidence that the rejection was justified.
- (10) Bidders on prime contracts who continuously list the same certified SBEs, MBEs, and WBEs as having been contacted and listed as unavailable, when contact has previously been unsuccessful as a result of disconnected phone numbers or returned mail, will not be deemed to be in compliance with the outreach requirements.
- (D) Alternative compliance. Notwithstanding the foregoing, a bidder on a prime contract shall be deemed to have complied with the above outreach requirements of the vendor outreach program, if such a bidder submits evidence with its prime contract bid documents that it has already entered into binding contracts with certified subcontractors whose contract dollar amounts meet the levels of participation established for that prime contract. A subcontractor is certified for the purpose of this subsection if it is certified before the award of the contract. If such bidder submits the name of a proposed subcontractor to satisfy this program, and the subcontractor is not certified before the award of the bid, the dollar amount of that subcontract will not be counted in determining the level of participation of certified SBEs. MBEs, and WBEs, and the bid may be rejected as being unresponsive if the bidder has not otherwise complied with the above outreach program requirements of the vendor outreach program as required by this section 84.08. Bidders shall not count toward the desired level of participation any agreements with businesses that are not located within the marketplace otherwise do not meet the guidelines as set forth in this ordinance. The bidder may include first and second tier subcontractors and suppliers as meeting the desired levels of participation.



# CITY OF SAINT PAUL VENDOR OUTREACH QUESTIONNAIRE BUSINESS AND WORKFORCE INCLUSION DATA MANDATORY SUBMISSION

FIRM	NAME:	<del></del>							
CONT	ACT PERSON:			<u> </u>					
	ESS:								
TELEF	EPHONE NUMBER: E-MAIL:								
FAX N	UMBER:								
PROJE	ECT NAME:		SOLICITATION NUMBER: A-						
Each b docum 1.	oidder/proposer shall include this completed doctors that with bid/proposal will be deemed non-responser that will be	nsive and its bid Il be subcontrac	l/proposal will be rejected. ted to Vendor Outreach P						
Propos	sed certified vendor names may be provided after at time of bid. Atta	award is made.	Percentages and estimate ges if necessary.	ed dollar amount is required					
	Name of VOP Certified Vendor	MBE/SBE or WBE	Type of Work or Supplies	Dollar Amount					
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			,						
2.	Percent of bidder/proposer's current permane	ent workforce v	vho are minorities, women	or disabled persons.					
	% Minorities% Wo	omen	% Disabled Persons						
3.	. Expected number of <u>new hires</u> for this Project Expected number of <u>hours (labor)</u> on this Project								
4.	Percent of bidder/proposer's workforce for this	Project that will	be skilled and unskilled	minorities%					
5.	Percent of bidder/proposer's workforce for this Project that will be women%								
6.	Do you have a current Affirmative Action Prog	ram Registratio	n with the City of Saint Pa	ul? YES NO					
	Affirmative Action Program Registration docum	ents are attach	ed: YES NO						



# CITY OF SAINT PAUL VENDOR OUTREACH QUESTIONNAIRE

7. A bidder/proposer not binding itself to the established VOP goals may be classified as a responsive and responsible bidder if it documents and establishes that it engaged in the following good faith efforts. Please check all of the good faith efforts in which your firm engaged to meet the established VOP goals. Documentation of such efforts must be submitted to the Human Rights and Equal Economic Opportunity Department's *Contract Compliance Division* within 10 days of the bid opening for consideration. **Note**: If you meet a specific established VOP goal, then you are not required to submit the additional good faith effort information for that specific goal.

Check the applicable box if you have met or exceeded the VOP goals established: VOP Goals: ☐ 10% SBE Goal ☐ 10% WBE Goal □ 5% MBE Goal **Prime Contractor Efforts** Checklist List each possible subcontract opportunity in the prime contract Where appropriate break out contract work items into economically feasible units to facilitate participation Obtain a current list of certified SBEs, WBEs, and MBEs (www.govcontracts.org) Attend all pre-bid conferences to obtain information about the VOP and the established goals Request assistance from minority and women community organizations that provide recruitment assistance Obtain a current list of minority and women publications for advertising purposes Solicit bids from certified and qualified SBEs, MBEs, and WBEs at least 10 days prior to bid opening, by phone, advertisement in a local paper and the relevant publications provided Solicit a minimum of five (5) bids from certified and qualified SBEs, MBEs, and WBEs for each subcontract opportunity within the prime contract. If the applicable certified list for each subcontract opportunity is five or fewer, such bidder must contact the entire list Provide plans and specifications or information regarding the location of plans and specifications to certified SBEs, WBEs, and MBEs Where applicable, advise and make efforts to assist interested SBEs, MBEs, WBEs to obtain bonds, lines of credit, or insurance required to perform the contract Submit documentation if bids from certified SBEs, MBEs, and WBEs were rejected, giving the complete basis to the certified vendor for the rejection and evidence that the rejection was justified NOTE: Bidders/proposers on prime contracts who continuously document the same certified SBEs, MBEs, WBEs as having been contacted and listed as unavailable, when contact has previously been unsuccessful as a result of a disconnected phone number or returned mail, will not be deemed to be in compliance with the outreach requirements. 8. Check all of the good faith efforts in which your firm engaged to meet the established Affirmative Action workforce goals. Check the applicable box if you have met or exceeded the contracting goal established: Minorities: ☐ 32% (skilled and unskilled total) Women: ☐ 6% Indicate the number of job and/or training opportunities you estimate you will have during this project **Prime Contractor Efforts** Checklist Inform the City of Saint Paul Affirmative Action Officer of all hiring opportunities on the project Advertise all job openings on Ramsey County Job Connect (www.jobconnectmn.org) Provide a reasonable amount of time for individuals to submit applications for job opportunities Develop and implement efforts to conduct aggressive outreach and notification of opportunities

A General Contractor having completed this questionnaire accurately and in full will successfully pass this process and demonstrate its commitment to the City of Saint Paul's policies and procedures for Vendor Outreach, Affirmative Action and Equal Employment Opportunity. Please retain verification of specific Contractor Efforts in your records. You will be asked to present verification in the future.

## Vendor Outreach Goal Status Report Saint Paul Vendor Outreach Program

Project:	Date of this Report:					
Developer:						
Form submitted by:	Phone:					
PM or ED:						
The purpose of this form is to requirements.	o document your efforts to comply with the Vendor Outreach Program					
In the space provided below, Goal for this project: (Attach	please describe the actions you have taken towards meeting the Vendor Outreach additional sheets if needed.)					
	ct the Vendor Outreach Coordinator, Dept. of Human Rights & Equal Economic Opportunity, 15 W Kellogg Blvd, Saint Paul, MN 55102. Ph: (651) 266-8904, fx: (651) 266-8919.					
Total Development Cost: \$	Total Business Opportunities: \$					
Vendor Outreach Goal:%	(% MBE,% WBE and% SBE)					
Utilization to date:% MI	BE% WBE% SBE					
Outreach/networking with poten	itial certified subcontractors:					
Bid/award activity:						
1. Number of bids sent out	(attach bid list)					
2. Advertising or other reco	ruitment information					
3. Due date of responses						
5. Due date of responses						
4. Number of responses rec	ceived					
5. List of awarded subconta	ractors (including dollar amounts)					
6. List of rejected subcontr	actor bids					
Other activities:						

her activities continued:	 		<del></del>
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